

ADMINISTRATIVE - INTERNAL USE ONLY

20 July 1964

To : All ARO's in DCI and DDS&T. Also: [redacted]

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From : Chief, Records Administration Staff/LRS

*Joe Becker, 2E-23, Hg.*

Subject: Forms Management Workshop

1. On Wednesday, 29 July 1964, a Forms Workshop will be held in Room 1E-78, Headquarters from 0930 until about noon. This time has been reserved for the Records Officers of DCI and DDS&T so please arrange to attend.

2. If there is any reason you cannot be present, call

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*Will not attend:*

[redacted]

*Will attend:*

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[redacted] *(Joe Becker's office)*

NOTE: See Attachment for attendance to this meeting.

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